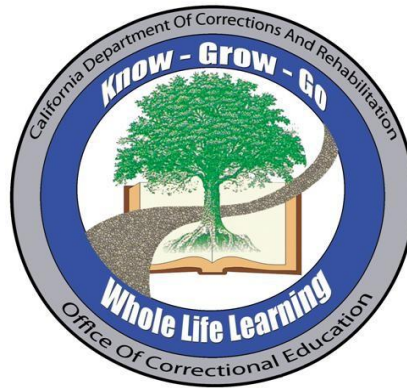


DEPARTMENT OF CORRECTIONS AND REHABILITATION

OFFICE OF AUDITS AND COMPLIANCE

EDUCATIONAL COMPLIANCE BRANCH



COMPLIANCE REVIEW FINDINGS

Chuckawalla Valley State Prison

March 3 to 7, 2008

ADMINISTRATION

G. Lynn Hada

ACADEMIC EDUCATION

Raul Romero

John Jackson

VOCATIONAL EDUCATION

Beverly Penland

LIBRARY

Jan Stuter

FEDERAL SUPPLEMENTARY PROGRAMS

Mark Lechich

Ron Callison

Tom Posey

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

No.	INSTITUTION: Chuckawalla Valley State Prison (CVSP) DATE: March 3-7, 2008 COMPLIANCE TEAM: G. Lynn Hada	Yes/No or N/A	COMMENTS
1.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Allotments/Operating Expenses:</div> <ul style="list-style-type: none"> Does the Principal maintain a budget tracking system to monitor the school departments' complete budget? Is there an annual spending plan to determine sub-allotments to programs, expenditures and their balance? 	Yes	
2.	Based upon current policy (amount of budget allotted) does it appear that a viable spending plan is in place in order for allocated funds to be fully utilized by year end?	Yes	
3.	Are funds allocated by Office of Correctional Education available and spent within program areas?	Yes	
4.	Are funds tracked by funding source? General Fund, special Budget Change Proposal funding, Federal and State Grant Programs allocated by Office of Correctional Education?	Yes	
5.	Are allocated funds for the Bridging Education Programs including Arts In Corrections (AIC) used to provide program services to inmates?	Yes	
6.	Are law library purchases funded by the institution's general budget?	No	There is an ongoing attempt by CDCR Administration to resolve the use of Program 25 vs. Program 45 monies to operate Law Libraries. The ongoing discussions to resolve this funding issue are taking place between Adult Operations and Adult Programs headquarters staff.

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

7.	Is the school following the Education Hiring Steps and Responsibilities memo and matrix dated July 13, 2006 instructions when filling vacancies?	Yes	
8.	Are the Education Monthly Report (EMR) and the Education Daily Report (EDR) accurate and being completed and submitted on a timely basis?	Yes	
9.	Has adequate space and equipment been provided for staff to perform the required duties of the Reception Center/Bridging Education Program, Arts In Corrections program and the TV Specialist?	Yes	
10.	Credentials: Are all instructional and supervisory staff credentialed appropriately within subject matter area where they are assigned?	Yes	
11.	Does the assigned bridging staff hold appropriate credentials and/or placed in the appropriate Re-Entry classification?	Yes	
12.	Duty Statements: Are 100% of the staff duty statements on file and applicable to current position?	Yes	
13.	Operational Procedures: Does the institution have an Operational Procedure (OP) that addresses the legislative mandates of the Bridging Education Program?	Yes	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

14.	<ul style="list-style-type: none"> Does the institution have an Operational Procedure for the Education Program? Does it use Department Operation Manual Chapter 10 as an inclusion? 	No	The Operational Procedure is up-to-date but does not reference Chapter 10 of the Department Operations Manual.
15.	<div style="background-color: #e0e0e0; padding: 2px;">Staff Assignments:</div> <p>Does the Principal maintain a current and complete list of all authorized positions and their status?</p>	Yes	
16.	Are all staff appropriately working and/or assigned within the education program?	Yes	
17.	Do all staff within the education program report to, and are under the Principal's supervision?	Yes	
18.	Is the Bridging Education Program Reception Center/General Population/Arts In Corrections fully staffed with supervisory, instructional and ancillary personnel?	Yes	
19.	Are Re-Entry Program instructors, class code 7581, assigned only to the Bridging Education Program (BEP)?	Yes	
20	When Bridging Education Program vacancy occurs, is it immediately reclassified to class code 2290 Teacher, High School, General Education?	Yes	
21.	Has the Artist Facilitator been officially assigned to the Education Department?	Yes	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

22.	Is there a system in place that is being utilized to ensure the tracking of inmates and their completed assignments during their transition from the Reception Center to the General Population Institution?	Yes	
23.	Has an individual been designated to be responsible for trouble-shooting the equipment and contacting Transforming Lives Network for needed support?	Yes	Brian Ingram, Electronics Technician in Plant Operations.
24	When there is a modified program, class closure, etc., is a plan in place to continue to deliver education services and other required educational activities and is the plan always implemented?	Yes	
25	Is the Assessment Office Assistant (OA) performing duties delineated in the Assessment OA duty statement?	Yes	
26.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Alternative Education Delivery Model (AEDM):</div> Is an approved Alternative Education Delivery Model Operational Procedure in place?	Yes	Dated January 31, 2007.

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

27.	Are all of the Alternative Education Delivery Models being locally implemented at the institution in agreement with the California Correctional Peace Officers Association agreement and the institutional Operational Procedure?	No	The Distance Learning and Education/Work Programs Alternative Education Delivery Models are in place. There are CVSP Form 607 records indicating that the Distance Learning and Independent Study positions were established. It is recommended that the Principal review position control records with the Institutional Personnel Officer to identify the Independent Study position. The Office of Correctional Education has a copy of the 607 establishing both positions. Also, it is recommended that the CVSP Principal discuss the implementation of the Education/Independent Study half-time models as described in the approved CCPOA Agreement with the appropriate Office of Correctional Education Associate Superintendent.
28.	Are all Alternative Education Delivery Model positions filled?	No	There is no Independent Study program.
29.	Do all Alternative Education Delivery Model faculties have the approved Alternative Education Delivery Model Duty Statement with required signatures?	No	Some teachers do not have the proper Duty Statement.
30.	Are Alternative Education Delivery Model inmate enrollments/assignments being made based on eligibility criteria of the enrollments/assignment as defined in the course descriptions and guidelines?	Yes	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

31.	<ul style="list-style-type: none"> Are all Alternative Education Delivery Model Programs operating as full-time programs that meet the program-wide quotas? Are all approved Alternative Education Delivery Model faculty schedules posted? 	No	The Distance Learning Program does not have 120 participants. There are no Education/Independent Study Alternate Education Delivery Models in place. There are no approved Alternate Education Delivery Model faculty schedules posted.
32.	<div style="border: 1px solid black; padding: 2px;">Gender Responsive Strategies:</div> <p>Has all education staff received Gender Responsive Strategies training provided by the Female Offender Programs (FOP) institutional administration?</p>	N/A	
33.	Are female inmates' vocational assignments being made based on the eligibility criteria of the vocational assignment as defined in the course descriptions and vocational guidelines?	N/A	
34.	<div style="border: 1px solid black; padding: 2px;">Certificates of Completion or Achievement:</div> <ul style="list-style-type: none"> Are Certificates of Vocational or Academic Life Skills Completion being issued to those students earning them and recorded on a tracking system? Are Certificates of Achievement issued to those students who exit the program before the Certification of Completion is earned? 	Yes	
35.	<div style="border: 1px solid black; padding: 2px;">Executive/Supervisory Assignments:</div> <p>Are documented staff meetings held regularly by Principal, Academic Vice Principal (AVP), and Vocational Vice Principal (VVP)? (monthly or more)</p>	Yes	
36.	Is the Principal a member of the Warden's Executive Staff?	Yes	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

37.	Does all supervisory staff conduct and record classroom visitations and observations on a quarterly basis?	Yes	
38.	<ul style="list-style-type: none"> Does the AVP/VVP provide documented IST and OJT? Are all probationary and annual performance evaluations currently due completed? 	No	Some annual performance evaluations are overdue.
39.	Are supervisors documenting their contact with staff and inmates involved in the bridging program?	No	There is no documentation about supervisor/student contact. There is documentation of contact between Bridging Education Program staff and supervisors.
40.	Are Transforming Lives Network quarterly reports being submitted to Office of Correctional Education by the due dates of Oct. 10, January 10, April 10 and July 10?	Yes	
41.	<div style="border: 1px solid black; padding: 2px;">Test of Adult Basic Education:</div> <ul style="list-style-type: none"> Is the Principal trouble shooting Test of Adult Basic Education score losses identified on the School Program Assessment Report Card (SPARC)? Is the principal implementing remedial changes to improve the scores? 	Yes	
42.	Is there a 4.0 reading level report generated and distributed to appropriate staff?	Yes	
43.	Is a list of inmates who have a verified Learning Disability generated and distributed to appropriate staff?	Yes	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

44.	Accreditation: Has the education program been accredited by Western Association of Schools and Colleges (WASC), or has the application for accreditation been submitted to Western Association of Schools and Colleges?	Yes	
45.	<ul style="list-style-type: none"> Is there a continuing Western Association of Schools and Colleges process being followed by the school with the action plans being actively addressed in a timely manner? Is there a leadership team in place and do minutes substantiate regular meetings? 	Yes	
46.	Inmate Enrollment/Attendance: Do academic, vocational, Bridging Education Program, Enhanced Outpatient Program and Alternative Education Delivery Model enrollments meet the required program quotas (15:1, 27:1, 54:1, 120:1)?	No	The Distance Learning Alternate Education Delivery Model class has only 41 inmate participants instead of the required 120.
47.	Has the Institution developed an eligibility list for assigning inmates to the Bridging Education Program?	Yes	However the principal did not have a copy and did not know it was available in the Inmate Assignment Office.
48.	Does the Principal maintain a copy of the current inmate assignment waiting list?	Yes	
49.	Is education staff attending Institution Classification Committee (ICC) meetings for input into the placement of inmates into education programs?	Yes	
50.	Bridging Program: Has the teaching staff met with each inmate upon assignment to the Bridging Education Program?	Yes	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

51.	Are all Bridging Education Program eligible inmates receiving an education orientation packet upon arrival to the housing unit?	N/A	Only applies to Reception Centers.
52.	<div style="border: 1px solid black; padding: 2px;">Transitional Living Network (TLN):</div> Has the Transforming Lives Network satellite dish been installed and operational?	No	Installed but not operational. There is a wiring problem.
53	Is the Literacy Coordinator (Academic Vice-Principal) designated as the Transforming Lives Network Coordinator?	Yes	
54.	Do the number of inmates being enrolled and the number completing Transforming Lives Network courses agree with the numbers reported to Office of Correctional Education?	Yes	
55.	Has Transforming Lives Network enrollment and completion data been tracked?	Yes	
56.	<div style="border: 1px solid black; padding: 2px;">GED Testing/High School Credit:</div> <ul style="list-style-type: none"> Is there a High School credit program and General Educational Development (GED) Testing program that follows Office of Correctional Education and State requirements? Are High School Diplomas and GED Equivalency Certificates issued to qualified inmates? 	No	There is no High School credit program; the emphasis has been on the GED program.
57.	<div style="border: 1px solid black; padding: 2px;">Inmate Education Advisory Committee:</div> Is there an Inmate Education Advisory Committee established with regularly scheduled monthly meetings?	No	The Inmate Education Advisory Committee has only met sporadically.

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

58.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Education Files</div> <ul style="list-style-type: none"> Do all of the quarterly California Department of Corrections and Rehabilitation Forms 128E and 154 or other official student school transcripts reports contain current and appropriate information that includes credits earned, course completions? Does the appropriate instructional staff sign all of the above reports? (Supervisory staff when instructional staff is not available.) Does supervisory staff (AVP/VVP) review these reports? 	No	Not all California Department of Corrections and Rehabilitation Form 154 cards were properly completed.
59.	<ul style="list-style-type: none"> Are Education Files with a copy of the Record of Inmate Achievement (California Department of Corrections and Rehabilitation 154) transferred to Central Records when a student leaves education, transfers or paroles? Is a copy of the Record of Inmate Achievement (California Department of Corrections and Rehabilitation 154) (or High School Transcript) kept in the Education Office files in perpetuity? Are Education Files prepared for all assigned inmates? Are Bridging Education Program Education Files prepared for all assigned bridging students in the Reception Center and transferred to the General Population receiving institution? 	No	Some files with no Test of Adult Basic Education scores and some California Department of Corrections and Rehabilitation Form 154 Cards are not complete.
60.	<ul style="list-style-type: none"> Are there any contracted, Office of Correctional Education sponsored or special programs operating at the institution? If so have the teachers assigned to these programs received special/related training? 	Yes	IYO
61.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Literacy:</div> <p>Are literacy programs available to at least 60% of the eligible prison population?</p>	Yes	Eighty-two percent of literacy eligible inmates have access to literacy training.
62.	Is there an active Site Literacy Committee that meets and documents quarterly meetings, and is it coordinated by the Principal or an Academic Vice-Principal?	No	There is no Site Literacy Committee but there is an Education Literacy Committee that meets regularly.

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

63.	Does the Site Literacy Committee discuss the Bridging Education Program as part of its quarterly meetings?	No	There is no Site Literacy Committee.
64.	Is the institution utilizing at least two alternate resources to implement literacy services for inmates?	No	The only alternate resource is the Laubach Literacy Program.
65.	Is there an established procedure for placing students into any existing Learning Literacy (LLL) lab? (a federally or non-federally funded Computer Aided Instruction /Plato/Computer Lab)	Yes	Assigned by the Inmate Assignment Office.
66.	<div style="border: 1px solid black; padding: 2px;">Developmental Disability Program and Disability Placement Program Programs:</div> <p>If this is a Developmental Disability Program and/or a Disability Placement Program site, does the principal have the required documentation that demonstrates adherence to the Court Remedial Plans and California Department of Corrections and Rehabilitation/Office of Correctional Education policies?</p>	N/A	
67.	<div style="border: 1px solid black; padding: 2px;">ESTELLE/Behavior Modification Programs:</div> <p>Is documentation available regarding the original operational intent/concept of the Estelle/Behavior Modification Unit Program and are there actual implementations of the program/programs?</p>	N/A	
68.	Is there an Estelle/Behavior Modification Unit Program monitoring and tracking process in place to record to record student progress through achievement/progress, data collection, instructional methods, and curriculum?	N/A	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

69.	<div> Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) – Risk and Needs Assessment: </div> <p>Is there an approved Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) Risk and Needs Assessment Operational Procedure (OP)?</p>	N/A	
70.	Are all Recidivism and Reduction Strategy (RRS) assessment positions filled?	N/A	
71.	Are all other designated assessment positions filled? Is there a designated supervisor over the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) Risk and Needs Assessment Program?	N/A	
72.	Do all designated assessment staff have an individual Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) log-on code? Is the security of the code maintained?	N/A	
73.	Does the assessment staff maintain appropriate security of laptop and/or stand-alone computers utilized for the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) Risk and Needs Assessment Program?	N/A	
74.	<div> Recidivism Reduction Strategies: </div> <ul style="list-style-type: none"> Is there a Recidivism Reduction Strategies expenditure tracking log maintained by the Principal for the purposes of identifying equipment or materials purchase or provided to the institution for assessments as identified in the Recidivism Reduction Strategies Budget Change Proposal (BCP)? Are inventories of Recidivism Reduction Strategies equipment maintained and current? 	Yes	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

75.	<div style="border: 1px solid black; padding: 2px;">Recidivism Reduction Strategies Enhanced Outpatient Program:</div> <p>Are all Enhanced Outpatient Program staff hired and in place?</p>	N/A	
76.	<p>Does the Principal (via the Academic Vice Principal) supervise the Enhanced Outpatient Program Teacher(s) in accordance with California Department of Corrections and Rehabilitation policy?</p>	N/A	
77.	<p>Have the Enhanced Outpatient Program Teacher(s) received training in performing the required duties as described in the Enhanced Outpatient Program Duty Statement?</p>	N/A	
78.	<div style="border: 1px solid black; padding: 2px;">Multi-Agency Re-entry Program (SB 618):</div> <p>Has the institution interviewed and hired for the Prison Case Manager positions as members of the Multi-Disciplinary team?</p>	N/A	
79.	<p>Are the four vocational programs referenced in Senate Bill 618 in place at the institution?</p>	N/A	
80.	<p>Has a documentation process been established to monitor inmate contact time as well as inmate growth and completion of program?</p>	N/A	
81.	<div style="border: 1px solid black; padding: 2px;">Vocational-Recidivism Reduction Strategies</div> <p>Are all original vocational Recidivism Reduction Strategies (RRS) teacher positions filled and are all classrooms operating?</p>	N/A	
82.	<p>Are all Recidivism Reduction Strategies vocational classes at full enrollment?</p>	N/A	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

NO.	INSTITUTION: CVSP DATE: March 3-7, 2008 COMPLIANCE TEAM: Raul Romero, John Jackson	YES/NO or N/A	COMMENTS
1.	<div style="border: 1px solid black; padding: 2px;">Student Job Descriptions:</div> <p>Are all of the inmate students' job descriptions accurate, complete, signed, and available?</p>	No	Some of the teachers did not have student job descriptions in the student files.
2.	<div style="border: 1px solid black; padding: 2px;">Student Records/Achievements:</div> <p>Do all the of classroom files reflect Test of Adult Basic Education scores that are being administered according to the quarterly testing matrix and that are not over six months old for students under the California Department of Corrections and Rehabilitation Literacy Plan criteria and Office of Correctional Education Test of Adult Basic Education testing requirements?</p>	Yes	
3.	<p>Are all of the California Department of Corrections and Rehabilitation 128-E chronological reports, classroom records and timekeeping documents, current, accurate, and secure?</p>	No	On the minimum Yard none of the education folders had California Department of Corrections and Rehabilitation Form 128-E progress reports in them.
4.	<p>Is 100% of the California Department of Corrections and Rehabilitation curriculum recording system in-use, accurate, and current?</p>	Yes	
5.	<p>Do 100% of the Permanent Class Record Cards (California Department of Corrections and Rehabilitation-151 form) reflect the minimum student contact time of 6.5 hours x-time or 8.5 hours of x-time for 4-10 programs for traditional classes?</p>	Yes	
6.	<p>Are Certificates of Completion or Achievement being issued to those students earning them?</p>	Yes	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

7.	<div style="border: 1px solid black; background-color: #f2f2f2; padding: 2px;">Instructional Expectations:</div> <p>Do all of the academic education classes have lesson plans that agree with the California Department of Corrections and Rehabilitation approved curriculum?</p>	Yes	
8	<p>Are the required and/or elective credits in the academic subject being taught issued to inmates and recorded on the Record of Inmate Achievement (California Department of Corrections and Rehabilitation Form 154) (or High School Transcript) in the Education File?</p>	No	<p>None of the teachers give elective credits to those students that earn them. They also did not know about the California Department of Corrections and Rehabilitation approved high school curricula and diploma program.</p>
9.	<p>Do all of the academic education classes have course outlines that agree with the California Department of Corrections and Rehabilitation approved curriculum?</p>	Yes	<p>One of the teachers on A-yard had an exceptional course outline and exceptional student file folders.</p>
10.	<div style="border: 1px solid black; background-color: #f2f2f2; padding: 2px;">Bridging Education Program Instructional Expectations:</div> <p>Is each teacher utilizing the established curriculum for Bridging Education Program and does each teacher have a copy of the curriculum?</p>	Yes	
11.	<p>Are the Test of Adult Basic Education and Comprehensive Adult Student Assessment System being Administered to Bridging Students? Are other assessments being used to assess the inmate job skills?</p>	Yes	
12.	<p>Does Bridging Education Program teacher utilize the proper Permanent Class Record Card (California Department of Corrections and Rehabilitation 151 form) that is up to date and accurate?</p>	Yes	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

13.	Has the Bridging Education Program teacher developed a written weekly schedule to include student programs and contacts?	Yes	However, some of the Bridging Education Program teachers are not spending sufficient time with students that need assistance. The student contact is flexible to provide one on one instruction or small group instruction to those with the greatest needs.
14.	<div>Test of Adult Basic Education Testing Coordinator:</div> Are gain/loss reports (School Progress Assessment Report Card) and the Test of Adult Basic Education sub-test reports reviewed/shared with the education supervisors?	Yes	
15.	Does the Test of Adult Basic Education Coordinator and at least two others have access to a California Department of Corrections and Rehabilitation email address and user account?	Yes	
16.	Does the Test of Adult Basic Education Coordinator have the most recent Test of Adult Basic Education database (within a week)?	Yes	
17.	Are Test of Adult Basic Education testing protocols signed by current staff?	No	The Testing Coordinator did not have a copy of the signed current protocols. He has the 2005 version. The test Coordinator said the Principal has a copy in his office.
18.	Are the Test of Adult Basic Education testing materials secured in a locked cabinet (mandatory standards)?	No	Testing materials are not secured according to the mandatory standards. Test materials are on all the yards in "Test Depots" in the vocational education areas and in academic classrooms. The teacher checks out test materials and checks them back in. The test materials were on an open shelf in one teacher's office.

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

19.	Is a master inventory of Test of Adult Basic Education test booklets and answer sheets maintained by the testing coordinator?	Yes	For accountability, all tests materials must be kept on the master inventory even when destroyed and label per their disposition.
20.	Is the Test of Adult Basic Education binder current and up-to-date with memos, purchase orders and instructions?	No	The TABE coordinator has a binder but it is not current and needs to be updated.
21.	Is the Test of Adult Basic Education locator test being used when needed to determine which level appropriate Test of Adult Basic Education test to administer?	Yes	It is used and available for the teachers to use.
22.	<div style="border: 1px solid black; padding: 2px;">Teacher-Test of Adult Basic Education Testing</div> <p>Are teachers testing within 10 days of the student's initial entry into the classroom, as well as quarterly testing based on the Test of Adult Basic Education matrix?</p>	Yes	
23.	Are the Test of Adult Basic Education tests administered according to the testing matrix?	Yes	
24.	Is the Test of Adult Basic Education locator being used when needed to determine which level appropriate Test of Adult Basic Education test to administer?	Yes	The teachers are using the locator test as needed.
25.	Are teachers using Test of Adult Basic Education pre-post subtest diagnostic reports for student needs assessment and are they reviewing test scores with inmates?	Yes	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

26.	Are teachers using the Test of Adult Basic Education pre-post diagnostic subtest test results as a diagnostic tool for individualized instruction and troubleshooting Test of Adult Basic Education score losses in their classes?	Yes	
27.	Are current Test of Adult Basic Education subtests placed in student's file?	Yes	
28.	<div style="border: 1px solid black; padding: 2px;">Alternative Education Delivery Model:</div> Are Alternative Education Delivery Model Open Line schedules with dates and times posted in public areas for inmate access to educational services during off work hours?	Yes	
29.	Are the Television Specialist and Distance Learning Study Teacher developing a Distance Learning Study Channel schedule of courses, with dates and times, posted in public areas for inmates to review and complete their assignments?	Yes	
30.	Does the Television Specialist plan, supplement and implement electronic educational coursework with the Distance Learning Study teacher, utilizing Transforming Lives Network and airing educational programs such as Kentucky Educational TV General Education Development series on a weekly basis?	Yes	Because the Transforming Lives Network is not currently operational, only the General Education Development series is being implemented.
31.	Are teachers awarding inmates certificates for achievement/completion in Alternative Education Delivery Model programs?	Yes	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

32.	Do all of the Education/Independent Study (half-time) classes have current course outlines and lesson plans that agree with the Office of Correctional Education approved curriculum?	N/A	
33.	Do all of the Education/Work Program (half-time) classes have current course outlines and lesson plans that agree with the Office of Correctional Education approved curriculum?	Yes	
34.	Do all of the Distance Learning classes have current course outlines and lesson plans that agree with the Office of Correctional Education approved curriculum?	No	The Distance Learning Teacher's focus is on serving college students. The focus must be on OCE approved and funded classes, such as ABE I, II, III, General Education Development and High School subjects. Post secondary coordinators positions do not exist nor are they funded. The Distance Learning Teacher can serve a small percentage of college students. It is recommended more than 10-20% until a post-secondary position is funded through the Office of Correctional Education Budget Change Proposal process.
35.	Do all of the Independent Study classes have current course outlines and lesson plans that agree with the Office of Correctional Education approved curriculum?	N/A	
36.	<ul style="list-style-type: none"> Are teachers testing inmates within 10 days of being enrolled or assigned to an Alternative Education Delivery Model program? Are the inmates' Test of Adult Basic Education subtest results analyzed by the teacher for appropriate Alternative Education Delivery Model lesson/class placement? 	Yes	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

37.	<ul style="list-style-type: none"> Is the Alternative Education Delivery Model current enrolled/assigned inmate roster consistently kept updated? Is it given to the Vice-Principal and Principal on at least a weekly basis? 	No	The inmate rosters are not given to the Vice-Principal and Principal on a weekly basis.
38.	Are students' gains being recorded and tracked?	Yes	
39.	Gender Responsive Strategies: Do all of the academic life skills classes have current course outlines that agree with the Office of Correctional Education/Gender Responsive Strategies (GRS) approved curriculum, i.e.? Women's Conflict and Anger Lifelong Management (W-CALM) (Feb. 2007), Women's Health (July 2007), Women's Parenting (January 2008) Women's Victims (July 2008)?	N/A	
40.	Do all of the academic life skills classes have current lesson plans that agree with the Office of Correctional Education/Gender Responsive Strategies approved curriculum?	N/A	
41.	ESTELLE and Behavior Modification Unit programs: Is there an effective system in place to track monthly attendance, reporting, and evaluation of assigned inmates, their performance; and participation that allows a clear over-all rating of progress of each student in the Behavior Modification Unit/ESTELLE program?	N/A	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

42.	Is there a tracking and evaluation process to determine inmate progress on the Behavior Modification Unit curriculum competencies including Conflict and Anger Lifelong Management and is documentation provided to the Unit Classification Committee every 30 days detailing how the inmates assigned to the Behavior Modification Unit program are performing?	N/A	
43.	<ul style="list-style-type: none"> Do ESTELLE students have access to computers as required in the framework of the program for training? Does the teacher have Test of Adult Basic Education scores on all of the students in the program? 	N/A	
44.	<div style="border: 1px solid black; padding: 2px;">Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) – Risk and Needs Assessment:</div> <p>Are assessment teachers conducting assessments on eligible inmates as defined by the current Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) Operations Manual?</p>	N/A	
45.	Does assessment staff utilize the current standardized Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) Tracking Form?	N/A	
46.	Are the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) questionnaires shredded daily in accordance with confidential document procedure?	N/A	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

47.	Are assessment interviews conducted in a semi-private environment?	N/A	
48.	Is appropriate assistance provided to inmates during participation in the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) assessment interview in accordance with departmental policies regarding Effective Communication, the Clark Remedial Plan, and Armstrong mandates?	N/A	
49.	<div style="border: 1px solid black; background-color: #f2f2f2; padding: 2px;">Security and Order:</div> <p>Are personal alarms issued to teachers and do they wear whistles and the personal alarms on their person?</p>	Yes	All of the teachers had their whistles in the right place; attached to their upper body.
50.	Are exits clearly marked and emergency evacuation plans posted in accordance with the institution's emergency evacuation plan?	Yes	
51.	<div style="border: 1px solid black; background-color: #f2f2f2; padding: 2px;">Pre-Release</div> <p>Does the Pre-Release curriculum contain Life Skills; Communication Skills; Attitude and Self-Esteem; Money Management; Community Resources; Job Application Training; Department of Motor Vehicles Practice Test; and Parole Services?</p>	Yes	
52.	Do all of the Pre Release lesson plans contain the objective, handouts, and methods for student evaluation?	Yes	
53.	Is the Pre-Release teacher receiving appropriate institutional and Parole and Community Services Division (P&CSD) staff support?	Yes	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

54.	Is the Pre-Release curriculum recording system in-use, accurate, and current and are copies of monthly records maintained?	Yes	
55.	Does the Pre-Release instructor use a variety of teaching methodologies and allow for differentiation of instruction to meet individual learners' needs?	Yes	
56.	Is the Pre-Release class a full-time program (4 days/8.5, 5 days 6.5 hours)? If no, is there an exemption on file?	Yes	
57.	Are all of California Department of Corrections and Rehabilitation 128-E's, completion chronos and classroom records current and accurate and reflecting a full quota student enrollment?	Yes	
58.	Does the Pre-release Teacher use the Framework for Breaking Barriers?	Yes	
59.	Does the Pre-release teacher provide the Office of Correctional Education with monthly Pre-release reports on time and maintain copies of those Monthly Pre-release reports?	Yes	
60.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> Recidivism Reduction Strategies Enhanced Outpatient Program Program: </div> Is the Enhanced Outpatient Program Teacher a participating member of the Interdisciplinary Treatment Team (IDTT) meetings?	N/A	
61.	Is there a current roster of Enhanced Outpatient Program inmates determined eligible by Interdisciplinary Treatment Team (IDTT) and the Enhanced Outpatient Program teacher to receive education services?	N/A	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

62.	Is the required student assessment for development of the Individualized Treatment and Education Plan completed in accordance with the Enhanced Outpatient Program assessment guidelines timelines?	N/A	
63.	Is there documentation of the education services provided to Enhanced Outpatient Program inmates?	N/A	
64.	<div>Transforming Lives Network Program:</div> Are alternate modalities available for use within the housing units for the Distance Learning program? For example, video, Transitional Living Network, institutional television, visual worksheets, etc.?	Yes	
65.	Is the television specialist recording Transforming Lives Network broadcasting and archiving copies for re-broadcast and individual teacher access?	No	The Transforming Lives Network is not currently operational.
66.	Is the television specialist setting up a broadcast schedule for the school and distributing that schedule to the school faculty?	Yes	
67.	Are school faculty members given the opportunity to provide input into the broadcast schedule?	Yes	
68.	<div>Recreation/Physical Education (P.E.):</div> Is there a current and comprehensive activity schedule for the Recreation and/or Physical Education Program?	No	The Recreation teacher is out on long term sick leave.
69.	Does the Physical Education teacher follow the California Department of Corrections and Rehabilitation approved selection process for movies?	No	The Recreation teacher is out on long term sick leave.

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

70.	Does the Physical Education teacher have sign-up sheets, team rosters, or other evidence of inmate participation in sports and health education activities?	No	The Recreation teacher is out on long term sick leave.
71.	Is California Department of Corrections and Rehabilitation-approved State frameworks curriculum being used and are course outlines present?	No	The Recreation teacher is out on long term sick leave.
72.	Are health education, physical fitness training and recreational activities being provided to the Special Needs populations?	N/A	
73.	Does the Physical Education teacher have a system in place to ensure accountability for state property including sports equipment, clothing and supplies?	Yes	The system is in place even though the teacher is on Long Term Sick status.
74.	Are there sufficient supplies, such as board games and sports equipment, to ensure a viable Physical Education program?	Yes	
75.	Are time-keeping records (California Department of Corrections and Rehabilitation Form 1697) on inmates assigned to work for the Physical Education teacher being kept?	N/A	No inmates are assigned to the Physical Education teacher.
76.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> Recidivism Reduction Strategies (Physical Education): </div> Are health education, physical fitness training and recreational activities being provided to the geriatric population (age 55 and over)?	No	The Recreation teacher is out on long term sick leave.

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

77.	Have the funds for the Recidivism Reduction Strategies funds for the geriatric population been expended for the geriatric population?	Yes	
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COMPLIANCE REVIEW FINDINGS

VOCATIONAL EDUCATION SECTION

NO.	INSTITUTION: CVSP DATE: March 3-7, 2008 COMPLIANCE TEAM: Beverly Penland, Ron Callison	YES/NO N/A	COMMENTS
1.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Student Job Description:</div> Are all of the inmate students' job descriptions accurate, complete, signed, and available?	Yes	
2.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Student Records/Achievements:</div> Do all of classroom files reflect Test of Adult Basic Education scores that are not over six months old for students under the California Department of Corrections and Rehabilitation Literacy Plan and Office of Correctional Education Test of Adult Basic Education testing criteria?	No	Some of the files were missing the Test of Adult Basic Education test scores.
3.	Are all of the California Department of Corrections and Rehabilitation 128-E chronological reports, classroom records and timekeeping documents, current, accurate, and secure?	Yes	
4.	Is the curriculum recording system in-use, accurate, and current?	No	The Office Services teacher on D yard uses the older curriculum to teach typing, ten key etc. because computers for the program do not have the required Office Services and Related Technology software installed. The current Office Services and Related Technology curriculum is totally computer driven but only 5 computers have been loaded with required software. The Office Services and Related Technology computers on B yard also need PowerPoint and Access loaded in order to teach the curriculum. The required software needs to be installed on the remaining computers so that students can receive appropriate required training.

COMPLIANCE REVIEW FINDINGS

VOCATIONAL EDUCATION SECTION

5.	Does the Permanent Class Record Card (California Department of Corrections and Rehabilitation Form 151) reflect the minimum student contact time of 6.5 hours x-time or 8.5 hours of x-time (on full days) for 4-10 programs?	Yes	
6.	Are elective credits in the designated vocational subject being issued to students and recorded on their transcript?	No	Teachers were unaware they could issue elective credits.
7.	Are Trade/Industry Certifications being issued and recorded to those students earning them?	No	The Office Services and Related Technology teacher can not issue completed certifications because the Microsoft test software is not loaded on the computers. Additionally only one teacher has received the certification training. It is recommended the Auto trades offer the ASE certification.
8.	Are Certificates of Completion or Achievement being issued and recorded for those students earning them?	Yes	
9.	<div style="border: 1px solid black; padding: 2px;">Instructional Expectations:</div> Do all of the vocational education classes have course outlines that agree with the California Department of Corrections and Rehabilitation curriculum?	No	Some of the programs do not have course outlines. Several of the programs, such as the Office Services and Related Technology program on B yard and the Auto Mechanics program on A yard, had very good course outlines. They are excellent examples of best practice that can be adopted by other classrooms.

COMPLIANCE REVIEW FINDINGS

VOCATIONAL EDUCATION SECTION

10.	Do all of the vocational education classes have lesson plans that agree with the California Department of Corrections and Rehabilitation curriculum?	No	Some of the programs do not have course outlines. Several of the programs, such as the Office Services and Related Technology program on B yard and the Auto Mechanics program on A yard, had very good course outlines. They are excellent examples of best practice that can be adopted by other classrooms.
11.	Have the Literacy Implementation Plan sections (applicable to Vocational Education) been incorporated through a core set of literacy materials into the instructional plan and do lesson plans verify this?	Yes	
12.	Are Vocational Instructors conducting and documenting at least 4 hours of approved related formal classroom training each week for all inmate students?	Yes	
13.	Are all of the vocational programs that have a nationally recognized certification programs participating in that program?	No	Only one of the Office Services Teachers has received Microsoft training to certify their students. Also the testing computers for Microsoft have not been loaded with the test software and installed in the Office Services classrooms. The Automotive Service Excellence certification is not being utilized for the automotive trades. There is a lack of material to provide training for the American Welding Society certification.
14.	<div style="border: 1px solid black; padding: 2px;">Recidivism Reduction Strategies:</div> Is the Recidivism Reduction Strategies program instruction issuing trade certifications and/or National Center for Construction Education and Research (NCCER) certifications?	Yes	National Center for Construction Education and Research.

COMPLIANCE REVIEW FINDINGS

VOCATIONAL EDUCATION SECTION

15.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">National Center for Construction Education and Research:</div> <p>Is all the National Center for Construction Education and Research (NCCER) accreditation guidelines for Standardized Training being used?</p>	Yes	
16.	<p>Are the Building Construction Trades using the Contren Learning Series text books as the primary classroom text book?</p>	Yes	
17.	<p>Do all of the National Center for Construction Education and Research instructors have the resources needed to effectively teach the related trades?</p>	No	<p>The welding class is unable to provide the hands-on training necessary for American Welding Society certification due to lack of materials, e.g. pipe. The Plasma Cutter needed to provide training has not been set up to run. The class has had the cutter for two years and it still is not operational.</p>
18.	<p>Are all of the building trade instructors currently National Center for Construction Education and Research Certified Instructors and have attended the Instructor Certification Training Program (ICTP)?</p>	Yes	
19.	<p>Are all of the craft instructors maintaining and conducting record keeping as outlined in the National Center for Construction Education and Research Accreditation Guidelines?</p>	Yes	
20.	<p>Are all of the instructors maintaining the confidentiality and maintain restricted access to inmate social security numbers used on the National Center for Construction Education and Research Form 200's?</p>	Yes	

COMPLIANCE REVIEW FINDINGS

VOCATIONAL EDUCATION SECTION

21.	Are all of the written National Center for Construction Education and Research tests, National Center for Construction Education and Research test CD-ROMs and National Center for Construction Education and Research answer keys maintained in a secure locked location with an inventory of the tests on hand?	Yes	
22.	Are all of the students evaluated based on a 70% minimum passing score on National Center for Construction Education and Research written examinations?	Yes	
23.	Are those students that fail a National Center for Construction Education and Research written test or practical exam required to wait a minimum of 48 hours prior to being retested?	Yes	
24.	Are 90% or more of the students completing the first six National Center for Construction Education and Research CORE Modules prior to starting the Level 1 for the trade?	Yes	
25.	Are all National Center for Construction Education and Research performance evaluations conducted for each module and a record of the Performance Profile Sheet maintained?	Yes	
26.	Upon successful completion of the National Center for Construction Education and Research written and performance evaluation, is the instructor documenting and submitting the Form 200 to the Unit Training Representative (UTR) for signature and forwarding to Office of Correctional Education?	Yes	
27.	Are all of the instructors accepting National Center for Construction Education and Research Modules and Completion Certifications issued prior to students being assigned to the vocational class?	Yes	

COMPLIANCE REVIEW FINDINGS

VOCATIONAL EDUCATION SECTION

28.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Test of Adult Basic Education TESTING</div> <p>Are teachers testing within ten days of the student's initial entry into the classroom, as well as quarterly testing based on the Test of Adult Basic Education matrix?</p>	Yes	
29.	<p>Are the Test of Adult Basic Education tests administered according to the testing matrix?</p>	Yes	
30.	<p>Is the Test of Adult Basic Education locator being used when needed to determine which level appropriate Test of Adult Basic Education test to administer?</p>	Yes	
31.	<p>Are teachers using Test of Adult Basic Education pre-post subtest diagnostic reports for student needs assessment and are they reviewing test scores with inmates?</p>	Yes	
32.	<p>Are teachers using the Test of Adult Basic Education test results as a diagnostic tool for individualized instruction and trouble shooting Test of Adult Basic Education score losses in their classes?</p>	Yes	
33.	<p>Are current Test of Adult Basic Education subtests placed in student's file?</p>	No	<p>Several files from various programs did not have the Test of Adult Basic Education subtest.</p>
34.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Gender Responsive Strategies:</div> <p>Do all or more of the Gender Responsive Strategies (GRS) vocational classes have current course outlines that agree with the Office of Correctional Education/Gender Responsive Strategies approved curriculum, i.e. Cosmetology, Mill & Cabinet, Cable Technician, etc.?</p>	N/A	

COMPLIANCE REVIEW FINDINGS

VOCATIONAL EDUCATION SECTION

35.	Do all or more of the vocational classes have current lesson plans that agree with the Office of Correctional Education/Gender Responsive Strategies approved curriculum?	N/A	
36.	<div style="border: 1px solid black; background-color: #e0e0e0; padding: 2px;">Security and Order:</div> Are personal alarms issued by institution to instructors and do they wear a whistle and the personal alarms on their person?	Yes	
37.	Are exits clearly marked and emergency evacuation plans posted in accordance with the institution's emergency evacuation plan?	Yes	
38.	Is there an Inmate Safety Committee that conducts and records weekly safety inspections?	Yes	
39.	Are safety meetings being held and documented?	Yes	

COMPLIANCE REVIEW FINDINGS

VOCATIONAL EDUCATION SECTION

40.	Trade Advisory Committee: Does the instructor have a documented, Trade Advisory Committee that meets at least quarterly?	Yes	It is very difficult to hold Trade Advisory Committee meetings under the current teachers' contract that require teachers to keep classrooms open under all non-emergency circumstances or leave activities not covered by the contract. Most instructors are keeping in touch with Trade Advisory Committee members through phone calls. The teachers feel a need to have contact with committee members and have member interaction with students. It is recommended that the CVSP Principal make it known to the Office of Correctional Education that there is a need for substitute teachers thus supporting Office of Correctional Education efforts to obtain teacher relief funding/
41.	Job Market Analysis: Is a current Employment Development Department Job Market Analysis and/or institutional Job Market Survey on file?	Yes	
42.	Apprenticeship: Is there an active Apprenticeship Training Program?	N/A	
43.	If yes, do inmates meet apprenticeship requirements and receive pay?	N/A	
44.	Does the instructor have a documented active Joint Apprenticeship Committee that meets at least quarterly within the institution?	N/A	

COMPLIANCE REVIEW FINDINGS

VOCATIONAL EDUCATION SECTION

45.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Employee and Community Services Programs.</div> <p>If vocational education programs are participating in Employee Services Programs, are they meeting Department Operation Manual and Penal Code requirements?</p>	Yes	
46.	<p>If vocational education programs are participating in community service projects, are they meeting Department Operation Manual requirements?</p>	Yes	

COMPLIANCE REVIEW FINDINGS

LIBRARY/LAW LIBRARY SECTION

NO	INSTITUTION: CVSP DATE: March 3-7, 2008 COMPLIANCE TEAM: Jan Stuter	YES/NO or N/A	COMMENTS
1.	<div data-bbox="159 380 899 422" style="background-color: #e0e0e0;">Library Staffing:</div> <ul style="list-style-type: none"> Does the Principal, Academic Vice-Principal, or Vocational Vice-Principal supervise the library staff? Does the Senior Librarian implement/plan the library program? 	Yes	The Academic Vice-Principal supervises the library staff the Senior Librarian implements/plans the library program.
2.	<div data-bbox="159 678 899 751" style="background-color: #e0e0e0;">Department Operation Manual and Department Operation Manual Supplement:</div> <ul style="list-style-type: none"> Is the current Department Operation Manual, Section 53060 available in main library (ies) and satellite library (ies)? Is there a Department Operation Manual library supplement that is brief, and contains no new policies and/or regulations unless they are court-ordered and does the Department Operation Manual supplement reflect the current, actual local library program? 	Yes	
3.	<div data-bbox="159 1136 899 1178" style="background-color: #e0e0e0;">General Population (GP) Access Hours:</div> <ul style="list-style-type: none"> Are library hours of operation posted where General Population inmates can see them, and do General Population inmates have access to the library during off work hours? Do General Population inmates have regular access to non-legal library services? 	Yes	Library hours of operation are posted on Education outside bulletin boards. The Library outside bulletin boards need to be repaired. However due to insufficient staffing, these hours are often not met. There are two limited-term Library Technical Assistant positions that are scheduled to be filled shortly. It is recommended that the Limited Term positions be made permanent. It is recommended Office of Correctional Education and CVSP administration work closely to achieve this goal.

COMPLIANCE REVIEW FINDINGS

LIBRARY/LAW LIBRARY SECTION

4.	General Population Law Library Documentation: <ul style="list-style-type: none"> Is there documentation of General Population inmates' access to law library for a minimum of two hours within seven calendar days of their request for legal use? Is there a list showing inmates who request legal access, and those who received access? 	No	The records maintained are of all the use of law library materials – copies, books borrowed, etc. - not attendance. Inmate Law Library access attendance hours are not recorded. It is recommended that the Senior Librarian develop appropriate access attendance logs and train staff in their use.
5.	Restricted Housing Status Inmate Access: <ul style="list-style-type: none"> If there are Restricted Housing inmates in the institution, is there a Department Operation Manual supplement relating to their use of the library? Is there a method for Restricted Housing inmates to request physical access to the law library which includes a list showing Restricted Housing inmates requests for access and inmates who actually used the library and is access granted for a minimum of one two-hour block of time if needed by the inmate, within seven calendar days of a request? 	No	AdSeg inmates have a Law Library Electronic Delivery System (LLEDs) unit in their area per the Warden's orders. The additional required printed texts are not in the AdSeg unit. They must be requested. Technically, these AdSeg inmates do not have physical access to a complete mandated collection and are commonly paged. Inmates needing access to the law are placed in a cell with the Legal Library Electronic Data System computer. The Captain on the unit says he lacks staff to provide escort to the library and there are no law library study cells in the General Population libraries.
6.	Restricted Housing Status Non-Legal Library Services: <p>Do Restricted Housing inmates receive general library services?</p>	Yes	Books sent to AdSeg are books weeded from the General Population collection but all are complete and in readable condition.

COMPLIANCE REVIEW FINDINGS

LIBRARY/LAW LIBRARY SECTION

7.	Library Expenditures: <ul style="list-style-type: none"> Are library funds spent for magazines/newspaper subscriptions, fiction and nonfiction books, supplies, processing, repair, and interlibrary loan fees? If other items are purchased, are they for library use? 	Yes	The Senior Librarian limits magazine subscriptions to no more than 12 to 15 per satellite. The selection is broad. The only newspaper subscription is to the Daily Journal –a law newspaper that is in high demand. The Senior Librarian plans to use some of the money to computerize library circulation in all of the libraries.
8.	Inmate Welfare Funds (IWF) Expenditure: <p>Are Inmate Welfare Funds used to purchase newspapers, magazines, and paperback fiction books, etc.?</p>	No	The library does not receive Inmate Welfare Funds. Inmate Welfare Funds are used to purchase TV Guides for all the housing units.
9.	Law Library Expenditure: <ul style="list-style-type: none"> Does the Senior Librarian understand the process associated with receiving the mandated law discs/books through the warehouse or mail room? Are the Stock Received Reports completed and submitted to the Regional Accounting Office? 	Yes	
10.	<ul style="list-style-type: none"> Are all received mandated law books and discs made available to inmates in a timely manner? Are the discs timely loaded on the Law Library Electronic Data System computer? Are the law books shelved promptly? 	Yes	The Senior Librarian receives all discs and print updates. He loads all discs and has print materials promptly shelved.
11.	<ul style="list-style-type: none"> Are law library discs checked in by the Associate Information Specialist Analyst? If not, who checks them? 	No	The Senior Librarian checks all law library discs, not the Associate Information Specialist Analyst.
12.	Does the librarian know what steps to take if a mandated law library book or disc is not received when it should be?	Yes	

COMPLIANCE REVIEW FINDINGS

LIBRARY/LAW LIBRARY SECTION

13.	Library Book Stock - Quality, Part I: <ul style="list-style-type: none"> • Within the entire institution's libraries, is there at least one encyclopedia with a copyright date within the last five (5) years and one unabridged dictionary (no older than 5 years); • Does the library program have at least three directories relevant to the questions asked by the population served? 	Yes	World Book Encyclopedia, 2005; Webster's Unabridged Dictionary, 2006; Directory of Courts. The internet through the librarians is available to fill other directory-type requests.
14.	Library Book Stock - Quality, Part II: <p>Does each library in the institution have a current world almanac, an atlas that is no more than three (3) years old, an English language dictionary that is no more than five (5) years old, and a Spanish and English dictionary that is no more than ten (10) years old?</p>	Yes	World Almanac 2008 Goode's Atlas 2005 Cassells Spanish/English-English-Spanish 2000 Webster's Unabridged Dictionary 2006
15.	Library Book Stock - Quality, Part III: <ul style="list-style-type: none"> • Does each library regularly inspect the physical condition of their books? • Does the library program have a book repair procedure 	Yes	Books are well-used, in fair condition. All are intact and readable.
16.	Library Book Stock - Quality, Educational Support, Literacy, Multi-Ethnicity: <p>Does each library in the institution have at least one (1) textbook and two (2) supplemental titles which have copyright dates not more than ten (10) years old representing each vocational and academic program in the institution, a minimum of 100 titles representing high interest/low level reading books, a minimum of 250 multi-ethnic titles, including but not limited to Black American, Asian-American, Hispanic-American (inc. Spanish language) and Native American materials?</p>	No	Senior Librarian sent a letter to all Education staff requesting a copy of their textbooks for the libraries. About 25% responded. The textbooks are kept in the main library and can be requested by satellite libraries for inmate check-out. The Senior Librarian plans to send another letter out soon at get more textbook copies. The Senior Librarian needs a good source for adult-interest/low-reading level materials. The Principal Librarian will assist him in this area. An excellent, wide ranging collection of multi-ethnic titles has been developed and integrated into the main catalog.

COMPLIANCE REVIEW FINDINGS

LIBRARY/LAW LIBRARY SECTION

17.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Library Book Stock - User Orientation:</div> <ul style="list-style-type: none"> • Are book collections designed to meet the needs and interests of the inmate population served? • Does the librarian regularly meet with an inmate library advisory group, and does the library maintain a suggestion box? 	No	<p>The library does not maintain library advisory group meeting notes. However, the Senior Librarian constantly requests recommendations for book titles inmates would like to have in the library and follows through by purchasing them. The Senior Librarian talks informally with the Men's' Advisory Council advisory group but is never on their agenda. All libraries have wooden suggestion boxes prominently situated.</p>
18.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Library Book Stock - Quantity: (Department Operation Manual Book Aug)</div> <ul style="list-style-type: none"> • Does the current library collection contain the number of fiction and nonfiction books mandated by California Department of Corrections and Rehabilitation? • Does this include any new books purchased through Recidivism Reduction Strategies (RRS) funding? 	No	<p>The Senior Librarian is currently in the process of reconfiguring all the libraries and does not have a complete inventory available. The Senior Librarian has developed a unique circulation approach for his RRS collection. All the book titles are maintained in the main library. Every satellite library has a binder with a different assortment of cover titles of the RRS books. (These are rotated regularly.) Inmates request and receive the books through their yard libraries.</p>
19.	<p>Have all books purchased through the Recidivism Reduction Strategies funds been received, shelved, and inmate use tracked?</p>	Yes	<p>However, no report of the use has been made to headquarters. A report should be issued.</p>

COMPLIANCE REVIEW FINDINGS

LIBRARY/LAW LIBRARY SECTION

20.	Book Access: <ul style="list-style-type: none"> Is there a card catalog or equivalent system that inmates can use to find a book by title, author, or subject matter? Can inmates request books that are not in the library collection? 	No	There is an excellent master catalog listing all the books by author and title. Each satellite library has a similar book collection for their libraries and the master for intra-library loaning. Subject or genre catalogs should be developed. The master catalog should be reviewed so that fiction and non-fiction are not mixed. The Senior Librarian will order requested books if they are appropriate.
21.	Circulation: <p>Is there an adequate library book checkout system in place and an adequate overdue system in use?</p>	Yes	It is a manual system. The Senior Librarian would like to switch to an automated system.
22.	Mandated Law Library/California Code of Regulations, Department Operation Manual <ul style="list-style-type: none"> Are the Gilmore v. Lynch mandated law books up to date? Does the library collection have the most current California Code of Regulations/Title 15 in English and Spanish? Is there a method of displaying proposed and actual revisions of California Code of Regulations/Title 15 for the inmate population, and does each library have a complete up-to-date Department Operation Manual? Are all the Law Library Electronic Data System computers up-to-date and operating in each library? 	No	The Gilmore v. Lynch mandated law books deficiency is due to OCE delays. Some libraries are missing the Spanish issue. All Legal Library Electronic Data System computers are operational.
23.	Law Library - American Disability Act (ADA): <p>Are American Disability Act mandatory postings present in the library?</p>	Yes	
24.	Circulating Law Library: <p>Is a procedure for accessing the Circulating Law Library in place?</p>	Yes	Internet access in administration is used.

COMPLIANCE REVIEW FINDINGS

LIBRARY/LAW LIBRARY SECTION

25.	Court Deadlines: Are court deadlines verified, and is there documentation that inmates with established court deadlines have priority access to the library?	Yes	Updated PLU list is maintained
26.	Law Library Forms and Supplies: Do inmates have access to court required forms; are required legal supplies adequate and available; are procedures to distribute forms and supplies appropriate; and do all law libraries follow the same law library procedures?	Yes	
27.	General Library Forms and Supplies: Are adequate supplies available to process library materials, and are there standardized forms for library procedures that are used by all the libraries in the institution?	Yes	
28.	Inmate Clerk Training: <ul style="list-style-type: none"> Do inmate library/law library clerks receive documented training? Are training records maintained for each inmate employee? Do inmate clerks receive training on a regular basis in law library and general library processes? 	No	No regular training is offered in law library and general library processes. The auditor recommends that a regular training program for law library and general library processes be established.
29.	Security and Order: <ul style="list-style-type: none"> Are personal alarms issued by institution to library staff; does library staff wear a whistle and the issued personal alarms? Are exits clearly marked and evacuation plans posted in accordance with the institution's emergency evacuation plan? 	No	Not all exits are clearly marked and not all evacuation plans are up to date.

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANT PROGRAMS SECTION

Workforce Investment Act (WIA)

	INSTITUTION: CVSP DATE: March 3-7, 2008 COMPLIANCE TEAM: Mark Lechich	YES/NO or NA	COMMENTS
Duty Statement / Job Description / Credentials			
1.	Do you have a current duty statement on file (within one year)?	Yes	Mr. Tom Hunt is an outstanding PLATO Lab instructor.
2.	Do you have a valid credential on file?	Yes	Just renewed in January.
Security / Order			
3.	Are personal alarms issued by the institution to teaching staff, and worn?	Yes	Plus Mr. Hunt has a whistle.
4.	Are exits clearly marked and emergency evacuation plans posted in accordance with the institution's emergency evacuation plan?	Yes	Exit signs over all three doors with the evacuation plans next to doors.
Supervisory / Support			
5.	Do you receive support from your supervisor and other educational staff?	Yes	Good support from Ms. Redway.
6.	Does the Vice Principal visit/observe your class? Does the Principal visit /observe your class? Do you maintain a sign-in log?	Yes	Ms. Redway visits two to three times a week. Mr. Ynson visits once a month.
Inmate Enrollment			
7.	Do you maintain a minimum enrollment of 27 students?	Yes	Twenty-seven students for 6.5 hours per day.
8.	Do students receive direct/group instruction?	Yes	Group work on board covering all subject areas.
9.	Is the Literacy Learning Lab a "self contained" program?	Yes	
Student Records / Testing Achievements			
10.	Do you verify non-GED or HS graduation of the student?	Yes	Mr. Hunt checks with Ms. Pate, the Assessment Office Assistant, to verify the GED or High School Diploma.
11.	Do you start a student record file upon the student entering the Literacy Learning Lab program?	Yes	Mr. Hunt begins the student file immediately upon entering the Plato Lab
12.	Does each student have a current TABE score? <i>If not, do you refer the student for testing?</i>	Yes	TABE and CASAS scores current. If student's TABE is not current Mr. Hunt will test student.

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANT PROGRAMS SECTION

Workforce Investment Act (WIA)

	INSTITUTION: CVSP DATE: March 3-7, 2008 COMPLIANCE TEAM: Mark Lechich	YES/NO or NA	COMMENTS
13.	Do you assess student's basic skill level? Describe	Yes	Teacher interviews student and has the student orally read to determine reading level.
14.	Are at least 90% of the CDC-128E's, classroom records and accountability documents current, accurate and secured?	Yes	All student files are current, accurate, and secured in locked cabinet.
15.	Are the Student Files current (incl. TABE and any assessment scores)? Review	Yes	All scores are current.
16.	Is there a current Student Job Description on file?	Yes	The Federal Education Grievance Procedure forms are included.
Instructional Expectations			
17.	Do you use the approved CDCR Competency Based ABE curriculum?	Yes	Incorporated in group work.
18.	Use of differentiated instructional methods? Describe	Yes	Group and peer learning.
19.	Do students track their own progress?	Yes	Students receive assignment work weekly and they track their PLATO progress from the software.
20.	Do the students receive computer orientation? Is there continuous training? Describe	Yes	The teacher does the orientation and on going training, if needed, with each new student.
21.	Do you maintain course outlines and lesson plans? Review files	Yes	Outstanding outlines and lesson plans all contained in red binder.
22.	Do you use alternative assessment instruments (besides the required TABE), to determine a student's instructional plan? Describe	Yes	CASAS and PLATO software tests.
23.	Do students spend an average of six months of instructional time enrolled in the program?	Yes	Six months to a year is the average.
Other Services			
24.	Do you refer students to other services, i.e. medical? Describe the process.	Yes	Teacher would have the Education Officer contact medical.
25.	Do you provide the students career-related information?	Yes	Job related activities, goal setting and other life skills.

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANT PROGRAMS SECTION

Workforce Investment Act (WIA)

	INSTITUTION: CVSP DATE: March 3-7, 2008 COMPLIANCE TEAM: Mark Lechich	YES/NO or NA	COMMENTS
26.	Do you have student aides? If so, how many and how are they used?	Yes	Three student aides. They provide tutoring and clerical support.
27.	Have you participated in conferences, workshops and seminars from July 1, 2007– December 31, 2008? If so, provide a list.	Yes	Reading Plus training in August, 2007, for new software program.
Expenses			
28.	Are spending levels appropriate for material purchases and training to support program needs?	No	Mr. Hunt is not happy with the spending levels. This problem is a hindrance to his program.
Equipment			
29.	Do you maintain a complete and current inventory of equipment? Is equipment tagged with a Workforce Investment Act property tag? Conduct an inventory.	Yes	This PLATO Lab has antiquated computers and they are scheduled to set-up the new server and computers within the next two weeks.
30.	Is your software appropriately maintained by PLATO's technical field staff?	Yes	Mr. Hunt is very happy with the PLATO software and the support from the PLATO Learning, Inc.
31.	Do you register all new software purchases with the Associate Information Systems Analyst?	Yes	The Supervising Information Systems Analyst is aware of all software used in Literacy Learning Lab.
Committees / Meetings			
32.	How often do you meet with the referral teacher for consultation on a student?	N/A	
CASAS/TOPSPRO Management Information System (MIS) Coordinator			
33.	Have you been trained in the area of California Accountability and the TOPSPRO Management Information System to appropriately perform your duties as a Comprehensive Adult Student Assessment System Coordinator? When was the date of the last training? Dates of last trainings	Yes	Mr. Rodney Hayes attended the April, 2007 and the October, 2007 TOPSPRO training conducted by the WIA Administrator. He also attended the 2007 CASAS Summer Institute.

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANT PROGRAMS SECTION

Workforce Investment Act (WIA)

	INSTITUTION: CVSP DATE: March 3-7, 2008 COMPLIANCE TEAM: Mark Lechich	YES/NO or NA	COMMENTS
34.	Do you have an adequate amount of Comprehensive Adult Student Assessment System (CASAS) testing materials to implement CASAS? <i>Explain the CASAS testing procedures at your institution.</i>	Yes	Adequate amount of testing material. Test list sheet is given to teacher and copy of list remains with coordinator. Sign-Out/Sign In Sheet system.
35.	Are the Comprehensive Adult Student Assessment System testing materials appropriately inventoried and secured?	Yes	Locked in cabinet in secured Testing Office.
36.	Are you using the latest version of the TOPSpro Management Information System software?	Yes	TOPSpro version 4.6 Build 68.
37.	Is the hardware equipment (Scantron machine) and software (TOPSpro Management Information System) used to implement Comprehensive Adult Student Assessment System appropriately maintained?	Yes	Scanner is antiquated and a new scanner is on order. The computer is in good shape.
38.	Do you provide each teacher with a Student Performance by Competency Report to assistance them in preparing lesson plans?	Yes	Competency Reports for Students and Class. Student Gains by Class Report.
39.	Do you know how to generate the California Payment Point Report ? Can you generate a Preliminary Payment Point Report ?	Yes	After each scanning to keep tabs on student progress for teachers. Assist Coordinator with data cleaning.
40.	Are the appropriate students receiving and completing the Core Performance Surveys ? <i>Explain the process in place to ensure that students are receiving the surveys.</i>	Yes	If the ex-student is still at the institution the CASAS Coordinator locates student to complete survey and submit to the WIA Administrator.
41.	Can you generate an up to date list of students that will be receiving the Core Performance Survey for the past quarter?	Yes	Second Quarter data showed "No Student Qualified". CASAS Coordinator would locate ex student to have him fill out survey.
42.	Can you generate a Data Integrity site review?	Yes	Data Integrity Report is used for assisting Coordinator to locate errors in the data.

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANT PROGRAMS SECTION

Workforce Investment Act (WIA)

	INSTITUTION: CVSP DATE: March 3-7, 2008 COMPLIANCE TEAM: Mark Lechich	YES/NO or NA	COMMENTS
43.	Can you generate a Student Gains by Class Report ? Can you produce five student Entry/Update records and Pre/Post Test records? (Check reports with Student Gains by Class Report and Student Lister . Dates, testing books, and scores should match between records)	Yes	This report is given to teachers and supervisors to account for the students learning gains. All records matched.

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANTS PROGRAMS SECTION

Incarcerated Youth Offender (IYO) Program

No.	INSTITUTION: CVSP DATE: January 16, 2008 COMPLIANCE TEAM: Tom Posey	YES/NO OR N/A	COMMENTS
1.	Does the IYO Teacher have a copy of the current IYO Grant?	Yes	On Disk
2.	Is there a signed IYO Enrollment Agreement on file for each participant?	Yes	
3.	Is there evidence on file that each participant graduated from high school or passed the GED exam?	Yes	
4.	Is there a Participant Demographic/ Biographic information sheet on file and, that his/her portfolio has been started?	Yes	
5.	Does the IYO Teacher use CAPS, COPS AND COPEs to identify inmate job skills?	Yes	
6.	Are the results of CAPS, COPS AND COPEs assessment on file?	Yes	
7.	Does the IYO Teacher Identify inmate jobs indexed to skills?	Yes	
8.	Does the IYO Teacher provide job counseling and job resumes for participant?	Yes	
9.	Does the IYO Teacher provide academic and vocational training courses for participants?	Yes	
10.	Does the IYO Teacher track success of IYO participants after parole?	Yes	CCRC provides tracking information.
11.	Does the IYO Teacher provide services to prisons in surrounding areas?	Yes	Ironwood State prison.
12.	Does the IYO Teacher use the Internet, phone and fax to establish contact with Parolees?	Yes	Through CCRC.

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANTS PROGRAMS SECTION

Incarcerated Youth Offender (IYO) Program

13	Does the IYO Teacher meet at least once on a quarterly basis with active participants in IYO?	Yes	
14	Does the IYO Teacher indicate in IYO database why inmates have declined or dropped from the IYO program?	Yes	
15	Does the IYO Teacher communicate and maintain rapport with Vocational and Academic teachers?	Yes	
16	Does the IYO Teacher prepare and submit reports to the IYO Program Coordinator via memos and the IYO database?	Yes	
17	Does the IYO Teacher attend training, IYO quarterly meetings and pertinent conferences?	Yes	
18	Does the IYO Teacher maintain a hard file for each active/inactive or former participant and participant parolee?	Yes	
19	Does the IYO Teacher's hard copy file contain assessment information, enrollment and tuition agreements, evidence of GED or high school completion, contact information and relevant chronological documentation?	Yes	
20	Does the IYO Teacher's hard file and database information are consistent and in agreement with each other?	Yes	The computer is currently down and cannot verify.
21	Does the IYO Teacher ensure that the inventory sheet is up to date; all equipment is clearly marked and identified with IYO inventory tags?	Yes	
22	Does the IYO Teacher work with contracted vendors to help with the successful transition from prison to parole?	Yes	CCRC
23	Does the IYO Teacher check to ensure transfers from other IYO institutions still meet eligibility requirements?	Yes	

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANTS PROGRAMS SECTION

Incarcerated Youth Offender (IYO) Program

24	Does the IYO Teacher ensure that only the IYO Representative uses IYO equipment?	Yes	
25	Does the IYO Teacher use OBIS to update the candidate pool on a monthly basis?	Yes	
26	Does the IYO Teacher Issues trust withdrawals for any materials or equipment loaned to participants?	Yes	
27	Does the IYO Teacher maintain all information for each participant in the IYO database and is it current and up to date to include, but not limited to, the following database fields (minimum fields to be completed)?	Yes	
a	CDC #;First and Last name	Yes	
b	EPRD; Date Of Birth	Yes	
c	Date Enrolled IYO	Yes	
d	Participant Notes if applicable	Yes	
e	Program Exit Code if applicable	Yes	
f	Program Exit Date if applicable	Yes	
g	Parole Region, Unit and County if known	Yes	
h	Training programs recorded as a separate record and corresponding tuition agreement in participant's file	Yes	
i	Program Name; Entry Date; Completion Date; Early Exit Date and Reason (if applicable); notes on status of course/course completion, earned grade etc. in Training Placement record	Yes	
j	Expense Date; Amount; Training Provider; Training Program; Participant Name; CDC# and applicable notes	Yes	

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANTS PROGRAMS SECTION

Incarcerated Youth Offender (IYO) Program

k	Incarcerated and post incarcerated address noted and recorded as separate records in Location Info.	Yes	
l	Uses DDPS disk to update IYO database	No	Institution does not provide access to the DDPS. Only the OBIS is used.
m	Has internet access; uses internet as resource for employment and other transitional information for participant	Yes	
n	Sends and Receives changes to IYO database to HQ within 24 hours of receiving update disk from HQ.	Yes	

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANTS PROGRAMS SECTION

Carl D. Perkins Act
Vocational and Technical Education Act Grant

No.	INSTITUTION: CVSP DATE: March 3-7, 2008 COMPLIANCE TEAM: Ron Callison	YES/NO OR N/A	COMMENTS
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Inmate Enrollment

1.	Is the class meeting the OCE required enrollment quota? (Note is the actual enrollment in the comments section).	Yes	Four Programs Quota: 108 Enrollment for four programs: 108
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Equipment Inventory

2.	Is VTEA equipment properly tagged? (Note the condition of equipment in the comments section).	Yes	Condition of equipment: From New to Fair depending on the program
3.	Is VTEA equipment used for the intended purpose?	Yes	

Student Records / Testing Achievements

4.	Are course completions being issued for OCE program training requirements? ▪ How many students are trained per year? (Note the number of students trained per year in the comments section).	Yes	Number of students trained per year for all four programs: 220
5.	Do Student files verify equipment training on CDC 128-e?	Yes	
6.	Is the OCE approved curriculum and recording system in use?	Yes	
7.	Are lesson plans in accordance with OCE guidelines?	Yes	

Related Training

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANTS PROGRAMS SECTION

Carl D. Perkins Act
Vocational and Technical Education Act Grant

No.	INSTITUTION: CVSP DATE: March 3-7, 2008 COMPLIANCE TEAM: Ron Callison	YES/NO OR N/A	COMMENTS
8.	Is safety and literacy training taking place in accordance with OCE guidelines?	Yes	Instructors have neat tracking systems.
Vocational Classroom Physical Access			
9.	Are students able to get physical to the vocational shops over 50% of the time?	Yes	
Trade Advisory Committee			
10.	Are quarterly meetings held and minutes kept?	Yes	Number of TAC members: 41 total for all four programs.
Supplemental Areas (not counted for points on the overall Compliance Review)			
11.	Apprenticeship: <ul style="list-style-type: none"> ▪ Number of apprentices_____ ▪ Institutional Pay_____ ▪ Union/Company Affiliation_____ <ul style="list-style-type: none"> ▪ Current DAS Form_____ ▪ OJT Work Logged_____ ▪ Less than 5 years_____ 	NA	
12.	Is the shop clean? (Note the cleanliness and general maintenance of the shop in the comments section).	Yes	